



# Essex Institute Annual Report

April 1, 1973 – March 31, 1974

## OFFICERS

Andrew Oliver (1971), *President*

Richard S. West (1967), *Senior Vice-President*

Peter B. Seamans (1972), *Second Vice-President*

Edward C. Johnson, 3rd (1967), *Third Vice-President*

Albert Goodhue (1954), *Secretary*

Edward H. Osgood (1969), *Treasurer*

## COUNCIL

### *Term expires 1975*

Moses Alpers (1970)\*

Edward C. Johnson, 3rd (1967)

Richard S. West (1967)

David P. Wheatland (1955)

### *Term expires 1977*

J. Sanger Attwill (1953)

Sargent Bradlee (1970)

Ernest S. Dodge (1951)

James R. Hammond (1968)

### *Term expires 1976*

Mrs. W. Benjamin Bacon (1972)

W. Hammond Bowden (1955)

Robert W. Lovett (1970)

Robert S. Pirie (1973)

### *Term expires 1978*

Mrs. Bertram K. Little (1959)

Willoughby I. Stuart (1971)

Charles S. Tapley (1949)

Peter B. Seamans (1972)

## *Ex Officio*

Mrs. Emerson T. Oliver, *Chairman*, Ladies Committee (October 1973)

Dates after names indicate original election to Council.

\* Resigned October 1973.

## COMMITTEES

## LADIES

Mrs. Emerson T. Oliver, *Chairman*

## EXECUTIVE COMMITTEE, SPECIAL

Andrew Oliver, *Chairman*  
 Richard S. West  
 Edward H. Osgood  
 Albert Goodhue  
 David B. Little

## FINANCE COMMITTEE, STANDING

Willoughby I. Stuart, *Chairman*  
 Edward C. Johnson, 3rd  
 Edward H. Osgood

## LIBRARY COMMITTEE, STANDING

Robert W. Lovett, *Chairman*  
 W. Hammond Bowden  
 Robert S. Pirie  
 Charles S. Tapley

PUBLICATIONS COMMITTEE,  
STANDING

W. Hammond Bowden, *Chairman*  
 Ernest S. Dodge  
 Robert W. Lovett

## LEGAL COMMITTEE, SPECIAL

Peter B. Seamans, *Chairman*  
 Robert S. Pirie

## MUSEUM COMMITTEE, STANDING

J. Sanger Attwill, *Chairman*  
 Moses Alpers  
 Sargent Bradlee  
 Edward C. Johnson, 3rd  
 Albert Goodhue  
 Mrs. Bertram K. Little  
 Andrew Oliver  
 Peter B. Seamans

## MAINTENANCE COMMITTEE, SPECIAL

James R. Hammond, *Chairman*  
 Albert Goodhue, *Co-Chairman*  
 J. Sanger Attwill  
 David P. Wheatland  
 Charles A. Steward

## DEVELOPMENT COMMITTEE, SPECIAL

Richard S. West, *Chairman*  
 Moses Alpers  
 Mrs. W. Benjamin Bacon  
 Ernest S. Dodge  
 Peter B. Seamans

## EDUCATION COMMITTEE, SPECIAL

Albert Goodhue  
 Mrs. Stephen Phillips  
 Peter B. Seamans  
 Mrs. David P. Wheatland

## HONORARY CURATORS

*Honorary Curator of Silver*  
*Honorary Curator of Coins*  
*Honorary Curator of Costumes*  
*Honorary Curator of Dolls*  
*Honorary Curator of*  
*Essex County History*  
*Honorary Curator of Horticulture*

Martha Gandy Fales  
 Lea S. Luquer  
 John R. Burbidge  
 Madeline O. Merrill

Samuel Chamberlain  
 Daniel J. Foley

## STAFF

DAVID B. LITTLE, *Director and Managing Editor*

## LIBRARY

Mrs. Charles A. Potter  
*Librarian*  
 Miss Mary M. Ritchie  
*Assistant Librarian*  
 Mrs. Arthur R. Norton  
*Reference Librarian*  
 \* Mrs. Thomas L. Haggerty, Jr.  
*Manuscript Librarian*  
 \* Miss Elizabeth J. Beston  
 \* Mrs. Robert V. Birchmore  
 \*† Mrs. Barbara Adams Blundell  
 \* Miss Mary Elizabeth Copeland  
*Library Assistants*  
 Christopher Hassell  
*Library Page*

## EDUCATION

Miss Mary Larsen<sup>1</sup>  
 \* Mrs. Phyllis Shutzer<sup>2</sup>

## MAINTENANCE

Ray K. Moore  
*Superintendent*  
 Wilfred J. Pelletier  
*Assistant to Superintendent*  
 Mrs. Caroline A. Gagnon  
 Mrs. Edward F. Marquis<sup>3</sup>  
*Housekeepers*  
 Leonard A. Carr<sup>4</sup>  
 \* George R. Crowdus  
 \* Reginald M. McIntire  
 Harold J. Shallow  
*Constables*

## MUSEUM

\* Mrs. Gilbert R. Payson  
*Curator*  
 \* Mrs. John Hassell  
*Registrar*  
 Robert Egleston  
 \* John Hardy Wright  
*Assistant Curators*  
 \* Mrs. Emerson H. Lalone  
*Assistant to the Curator*  
 \* Miss Mary Huntley  
*Assistant to the Registrar*  
 \* Miss Mary Silver Smith  
*Museum Assistant*

\* Part-time.  
 † Temporary.

\*† Mrs. Gerald W. R. Ward  
*Assistant in Textiles*  
 \*† Mrs. Barbara Adams Blundell  
*Boston University American  
 Studies Scholar*  
 \*† Gerald W. R. Ward  
*National Endowment for the  
 Humanities Museum Fellow*  
 \* Mrs. Montgomery Merrill  
 \* Mrs. Ray K. Moore  
 \*† Mrs. Gerald W. R. Ward  
 \*† Miss Polly Roberts  
 \*† Mrs. Earl Doliber  
 \*† Mrs. John Carr  
 \*† John Carr  
 \*† Robert L. Howie, Jr.  
 \*† F. Calvert Bacon  
 \*† Robert Jackson  
*House Guides*  
 Mr. and Mrs. H. H. Gibson, Jr.  
 Mr. and Mrs. Donald F. Hunt  
 Mr. and Mrs. Ray K. Moore  
*House Custodians*  
 ADMINISTRATION  
 Charles A. Steward  
*Administrator*  
 Miss Kathryn Burke<sup>5</sup>  
*Assistant Treasurer*  
 \* Peter R. Doran<sup>6</sup>  
*Assistant Treasurer*  
 Mrs. M. K. Cunningham  
*Administrative Secretary*  
 \* Mrs. Irving J. Duffy  
*Office Manager*  
 \* Mrs. Hugh Nelson  
 Mrs. D. Randall Williams  
*Administrative Assistants*  
 \* Rev. David W. Norton  
*Supervisor on weekends*  
 Miss Paula Abbondanza  
 Miss Elizabeth Allen  
 Miss Elise T. Ballou  
 Miss Susan Ballou  
 Miss Margo Welch  
*Summer tellers*

1. Resigned Sept 1, 1973.  
 2. October 1973.  
 3. June 21, 1973.  
 4. Resigned Apr. 5, 1974.  
 5. Died June 11, 1973.  
 6. June 11, 1973.

## REPORT OF THE PRESIDENT

I AM NOT GOING TO REVIEW all the events of the past year because you all are (or should be) aware of our many and varied activities during the past twelve months. David Little will tell you of the operation of the Institute far better than I could. There are however three matters I must mention.

First and foremost in our minds is the retirement of our Director which will take effect on June 15. When the Council received with surprise and regret a month or so ago David Little's request to be retired from the office of Director, it honored his request and granted it with great regret. Those of you who knew the Institute seven years ago when David came here know well his accomplishments during those years; the fine condition of our treasures and the means of preserving them attest his efforts on behalf of the Institute. We regret his decision but wish him and Rosamond a long and happy life in their well-beloved Concord. David and Rosamond, Salem will miss you!

Secondly, I wish to report what many of you know already, that during the year the Institute sold its copy of the elephant folio of Audubon's *Birds of America* for \$246,500 net. These volumes were given to the Institute in 1854 by Mr. Richard Rogers pursuant to the request of his late wife Elizabeth L. Rogers. For scores of years the large volumes were stored in an upper floor of the Library until 1931 when the space was needed to house some records being transferred to the Institute from the courthouse. At that time the volumes were placed on loan to the Peabody Museum where they remained for over forty years until last Spring when the Council concluded the Institute would be better served if they were sold and the proceeds used for Institute purposes. To perpetuate the memory of the Rogers gift, the proceeds were set up as a fund known as the Elizabeth L. Rogers Memorial Fund, the income to be used for the purchase of books and manuscripts and when not so used to be applied towards the general purposes of the Library.

Thirdly, the Council at a recent meeting concluded that it would be in the best interest of the Institute to dispose of its coin collection. A few years ago a considerable number of the most valuable coins were stolen, after which those that remained of the greatest value were placed for

The following reports were delivered at the Annual Meeting with the exception of the museum, education, and library reports which were summarized for oral presentation.

protection in a bank vault where they remained. The theft of the great coin collection of the Fogg Art Museum a few months ago, followed by the steps taken by the Museum of Fine Arts to remove its most valuable coins from public display caused this Institute to place the balance of its coins in the bank. The Council concluded that the collection, stored in a bank vault, could not serve the Institute's purposes. The Museum of Fine Arts, through its curator of coins, disclaimed any interest in absorbing part of our collection with theirs as they were all duplicates and it was then voted to dispose of the collection at public auction later this year. But there will first be sorted out and retained a small type collection of a coin of each variety in circulation in Essex County during the eighteenth and nineteenth centuries, and certain foreign coins that were accepted in the old days as legal tender in commercial transactions will be deposited with the Peabody Museum to augment its collection and with the Salem Custom House. It is the conviction of the Council that the proceeds of sale of the coins can better serve the purposes of the Institute than their indefinite storage in a bank vault.

I cannot close without a word, woefully inadequate I know, to express the gratitude of the Council to the Ladies Committee for its lovely, lively, happy, and helpful assistance in so many areas of the Institute's functions—and to their aid we must always add the loyal support and interest of all our members. Thank you, thank you, thank you!

Respectfully submitted,

ANDREW OLIVER

*President*

## REPORT OF THE DIRECTOR

THIS IS A LOVELY PLACE, a fragile, Victorian, cluttered, relaxed, welcoming place. It is all these things because a century and a quarter of friends have cared about it enough to work for it and to support it with their gifts of objects and of the money needed to preserve, display, and explain these objects. We are grateful to all of these friends, but I will focus my thanks on you tonight. You have given us \$118,771 between April 1, 1973, and March 31, 1974. The Institute is the stronger because you care.

We are in for bad times ahead, the bankers tell us, but the Institute has survived many bad times since its founding in 1848. We have used a large portion of your gifts during the past seven years to make our buildings tight against the weather, our storerooms and galleries safe havens for their contents. Like a well-found ship, the Institute is ready.

Death has brought several changes to our staff since our last annual meeting. Our Housekeeper Mrs. Robert Beechey died on May 29 after an illness of nearly a year. Miss Kathryn Burke, Bookkeeper since August 1957, died on June 11. These were two key people and we are fortunate in their replacements.

The Reverend Richard D. Pierce, editor of the First Church, Salem, Records, died on August 1. A fine scholar and a friend to many, he had seen the book into page proof before he died. Robert E. Moody has generously taken over the task of completing the book, which will appear, we hope, before the end of this year.

Our Ladies Committee and our house guides have again earned the praise of our visitors for their ability to do everything asked of them gracefully and well. Our staff is proud of them, too. Our visitors may not long remember what they see here but they will never forget how much they enjoyed seeing it.

Our Spring Lecture Series each year is a spectacular demonstration of teamwork between our staff and our Ladies Committee based on mutual trust and confidence. The results come as close to perfection as any mortal has a right to expect.

Field meetings were popular here a century ago. Groups of fifty to a hundred or more members and friends traveled by train and horse-drawn barges to various Essex County locations to admire the flora, fauna, rock formations, and architecture, and to enjoy sharing with

each other a day in the open air. Our Ladies Committee has re-created the joys of the field meeting. Two bus-loads of Institute members and friends visited Newburyport last October 1 to see the sights and to dine together at a good restaurant. They had a lovely time.

### *Museum*

Our museum contains the expressions of Essex County's search for grace and beauty in the commonplace things of daily use, and these include many things which are not commonplace today. Beauty shines brightest in simple things.

Our special exhibitions have been on the small scale appropriate to our resources. Their quality, reflecting the quality of our collections, is second to none. Mrs. Payson and her staff have given us a hint of the treasures which seven years of hard work have put into good order in our vastly improved storerooms.

I invite you to visit the display of nineteenth-century needlework recently mounted in our print room upstairs. The work of Barbara Adams Blundell, our intern from the Boston University American and New England Studies Program, aided by our museum staff, it will be on view until mid-July.

George Hook's 1827 parlor organ has raised its angelic voices before appreciative audiences on several occasions during the year, reviving an old tradition of concerts in the Institute. You gave us the money to bring this instrument back to life and we are most grateful to you. I hope that we may also rebuild our music fund so that we may pay the musicians who perform for us. If there are hard times ahead, music is one excellent way in which the Institute can help us all to survive them.

Attendance in the museum is down this year, from 73,983 in calendar 1972 to 42,575 in calendar 1973. The imposition of a door charge on June 1 reduced our visitor count by more than half, as expected. The gasoline shortage did not help either. Our period houses, however, showed little change. The Pingree House, indeed, greeted 500 more visitors in 1973 than it had in 1972.

We asked you in our Christmas letter to help us rebuild our publications storeroom so that the books we publish and sell, and gain an income from, might be kept cleaner and more easily accessible. We also wished to reduce the risk of fire there. Work on the publications store-room is now complete. We hope this summer to install shelving and

arrange our stock of books upon it. All three of the basement rooms on the Essex Street side of the museum are now in good order, separated by fireproof doors, protected by solid, fire-resistant ceilings, and well-lighted.

### *Library*

The raw materials of Essex County history are preserved in our library in the form of manuscripts, books, and broadsides, many of them intelligible only to those scholars who devote many months of their lives to a study of our materials. Among the 3,344 library patrons during the past year, thirty were working on doctoral theses, six on master's theses, and twenty-five on books of various sorts. The work of these scholars, though undramatic, is important to our understanding of America's past.

Papers relating to Edward Holyoke (1689-1769), ninth President of Harvard College, and to his son Dr. Edward Augustus Holyoke (1728-1829), physician and founder of the Essex Historical Society, were received as a gift from the Nichols family and added to the large collection of Holyoke papers already here. This most welcome gift increases for scholars the usefulness of them all.

A. Hyatt Mayor, retired Curator of Prints at the Metropolitan Museum of Art, New York, and a summer resident of Gloucester, spent many hours in our library last summer looking over our broadsides and manufacturers' sample books. We expect to display some of them this summer and fall in groupings which he has suggested. Our Duplicate Book Fund has enabled us to have about fifty of the most fragile broadsides repaired.

With the aid of the Margaret H. Jewell Fund we have put a new roof over the fireproof bookstack, thus stopping, we hope, for many years to come, the flow of water down its inner walls during northeast storms. The contents of that stack are indeed our most valuable asset.

All of the rooms on the third floor of the library have been cleaned and painted, their contents put into good order. One of these rooms is also used as an office and workroom by the museum staff, another serves as headquarters for our Division of Education.

### *Education*

Our Educational Specialist Mary Larsen left us at the end of last summer to complete the requirements for a Ph.D. degree at Boston University.

sity. She had made our educational program, financed by an anonymous donor, an important and well-patronized function of the Institute in two short years. We were both sorry and dismayed to see her go.

Mrs. Phyllis Shutzer came to the rescue. As Mary Larsen's capable volunteer assistant, she knew what had been done and what tools were available with which to do it. Added to our regular staff, she has built well on the foundation already established and still stayed within the limits of time, space, and money available. She has made a visit to the Institute a memorable experience to many an Essex County child and, for this, we all have cause to be grateful to her.

### *Conclusion*

The range of human interests and activities is so wide, the opportunities and tastes of collectors so diverse, that no two museums or libraries are alike. The character of the Essex Institute was firmly set during its first fifty years and has been even more sharply defined during the succeeding seventy-five. I hope that we never try to transform ourselves into a mass cultural experience but rather that we remain a lovely, fragile, Victorian, cluttered, relaxed, and welcoming place. We can do this very well. With your continuing interest and support, we will.

Respectfully submitted,  
DAVID B. LITTLE  
*Director*

## REPORT OF THE MUSEUM

WHEN A MUSEUM begins to charge admission and also limits the size of visiting school classes it is to be expected that attendance will decrease. This has been the case since we began charging entrance fees in June 1973, but the serious visitor can now enjoy our collections without having three hundred schoolchildren in the same gallery; and the children themselves can gain a great deal more than they could in past years through being offered a definite program related to their school studies.

	1973-74	1972-73	Loss or Increase
Museum, front door	36,127	74,941	-38,814
Museum, second floor galleries	32,348	67,807	-35,459
Gardner-Pingree House	6,378	6,348	+30
Crowninshield-Bentley House	2,361	2,737	-376
John Ward House	3,852	5,719	-1,867
Peirce-Nichols House	1,632	1,642	-10
Assembly House	583	569	+14

Admission fees to the John Ward House have been raised, accounting to some extent for the serious fall-off in visitors; also the smaller size of school classes allowed in the house at once means fewer admission fees. Salem residents and Salem schoolchildren come in at no charge. In addition to individual visitors, 51 adult groups and 146 youth groups visited our Museum. Among the adult groups were The Women's Educational & Industrial Union, several American Heritage Tours, and such museum groups as, from Wisconsin, members of The Milwaukee Art Center, and from Texas, The Harris County Heritage Society of Houston. During the summer we were hosts to nearly 500 California Field Studies members, mostly teachers, visiting us in groups of 90 each week. The required arrangements and guidance for these groups are carried out by the Education Department, the Museum Staff, and on many occasions by the Ladies Committee and Volunteer Guides.

We are always grateful to the donors who present to the Institute objects which fill a gap in our collections, are of quality superior to what we have already, or are of definite historic interest. This year we have received 159 gifts and bequests from donors whose names are listed elsewhere in this report. Among these are a large number of cos-

tumes, approved by John Burbidge, Honorary Curator of Costumes. We are now receiving more of twentieth-century dresses, having pretty well covered the hoop and bustle requirements. Such items of Salem interest as some tiny pillboxes from Benjamin Webb's apothecary shop and plaster plaques of Salem porticoes made by Sarah Symonds have enriched our local picture of the past. From Mrs. Charles Prendergast we received as a gift a watercolor of ships sailing in Boston Harbor, painted by her brother-in-law Maurice Prendergast in 1901. Mrs. Howard D. Day gave us a portrait miniature of Ichabod Tucker, who among many other activities served as President of the Essex Historical Society, forerunner of Essex Institute. In memory of our late volunteer in the Museum and member of our Museum Committee, Ross Whittier, his wife gave us a very handsome quilt, one side of which has a splendid design of eagles and shields. It was one of the fabrics printed in England around 1825 especially for the American market. Mr. and Mrs. Gardner Sutton gave us a Sheffield-plated hot-water urn dating about 1790, a particularly graceful example of the neoclassic style and bearing the arms of the Southworth family. Gifts of color slides, and a delicate little display case from Richard Merrill, as well as a slide-viewer, are not accessioned objects, but do play their part in the workings of our Museum.

During the year we made a number of purchases. An oil painting, "Hospital Point Light in Beverly," and a lithograph, "Cape Ann Marshes" by Stow Wengenroth, came through the Willoughby Herbert Stuart, Jr., Memorial Fund. Two large colored lithographs, "Manufacturing Center of Lynn, Mass., 1879," and "The Farms," 1886, showing the Clifton section near Marblehead, and a lithographic view of the Danvers Iron Works in Danversport were also acquired, as well as an eighteenth-century powder horn.

Several of our objects have been restored this year. The Massachusetts Council on the Arts and Humanities gave us matching funds to have cleaned our oil portrait of Elizabeth (Marion) Story, painted by the eighteenth-century artist Joseph Badger. Our spinet made by Samuel Blyth about 1785 had its case repaired while on loan to Boston. Three eighteenth-century pastel portraits of members of the Herrick family were restored, as was a rare watercolor dating about 1818, "This Emblem of America." An 1802 engraving, "The Apotheosis of George Washington," and a lithograph dated 1853 showing Dartmoor Prison

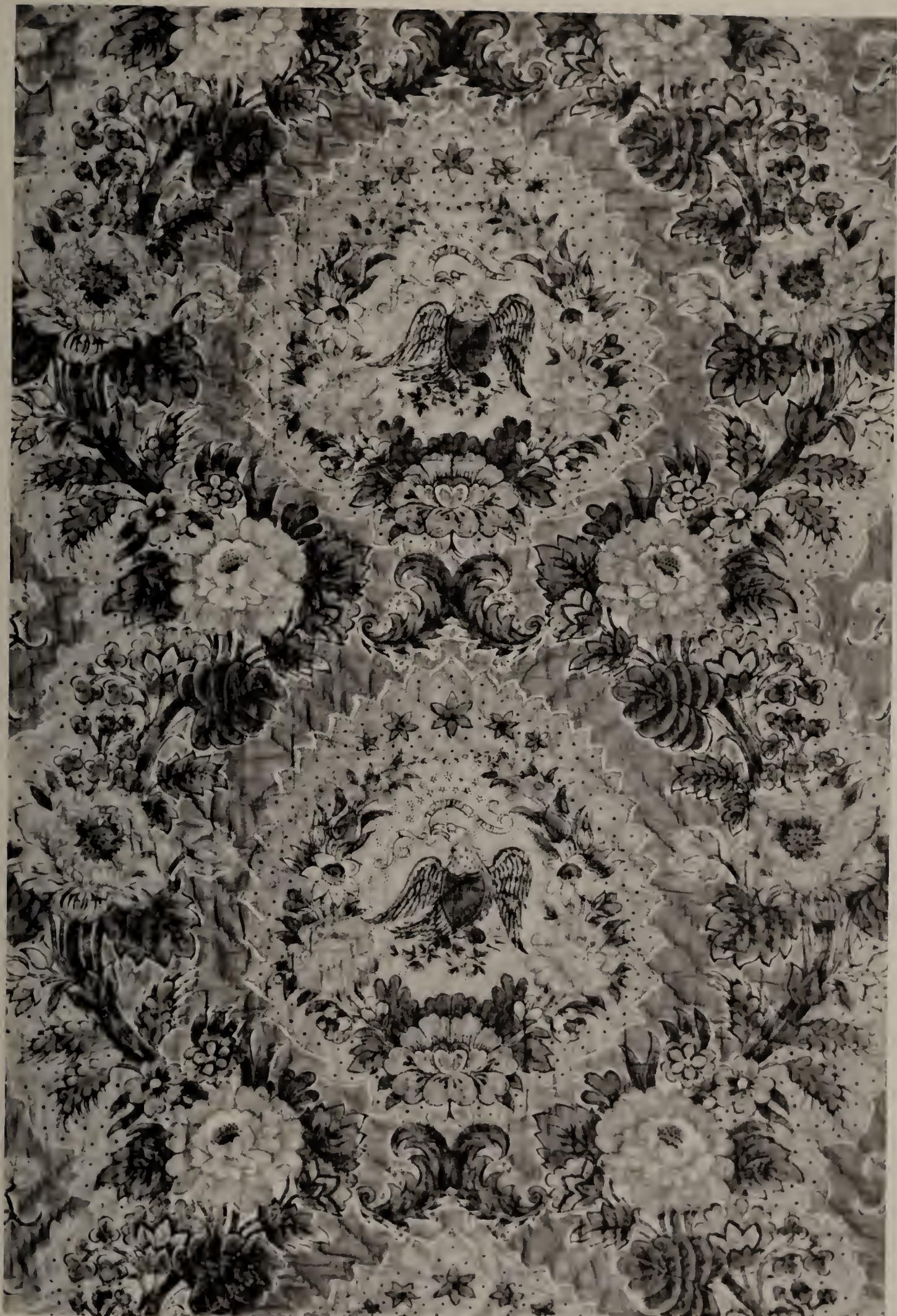


*Ships in Boston Harbor, 1901*, by Maurice Prendergast. Gift of Mrs. Charles Prendergast, 1973.

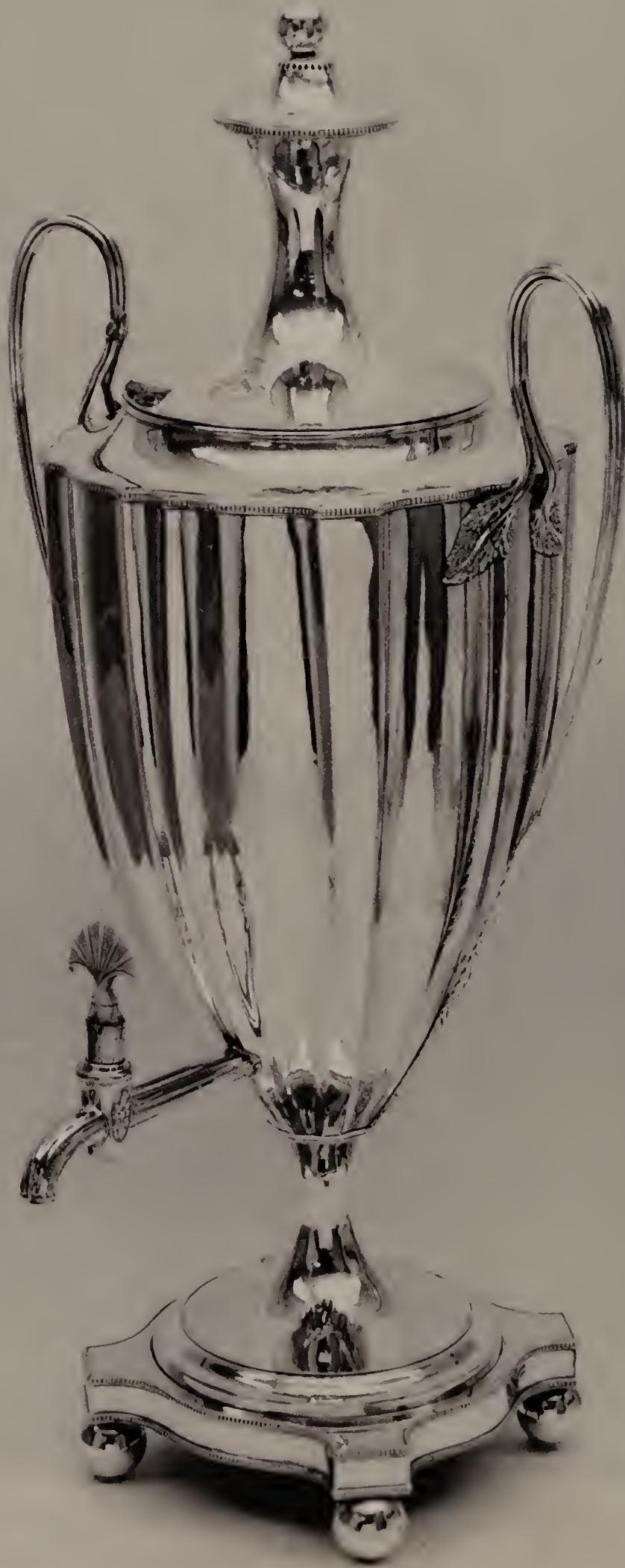
Photos by Richard Merrill



Printed and embroidered textiles from Essex Institute collection. Block-printed and copperplate English chintzes, eighteenth century (left), and roller-printed English chintzes, first half of nineteenth century (right).



English quilt, c. 1825-1835. Roller-printed, in blue and red on buff. Eagle design on front, patchwork and floral print on back. Gift of Mrs. Ross Whittier in memory of her husband, 1973.



English Sheffield plate urn for hot water, c. 1790. Southworth arms engraved on cover.  
Gift of Mr. and Mrs. Gardner Sutton, 1974.

as it looked in 1815, based on a contemporary drawing, were also preserved for future enjoyment.

We have lent to other museums for special exhibitions. Last May for the Boston Museum of Fine Arts' exhibition "Music in Colonial Massachusetts" we lent our Blyth spinet, our Crehore piano, a rare copper plate engraved with eighteenth-century music scores, and other items. To the Wenham Historical Association & Museum, Inc., we lent woven materials for the exhibition "Threads in Action," and we sent our Noah's Ark with fifty-three carved wooden figures to the Whitney Museum of American Art for "The Flowering of American Folk Art, 1776-1876," a special exhibition to be circulated to the Virginia Museum of Art in Richmond, and the M. H. de Young Memorial Museum in San Francisco.

Disposal of duplicate and inappropriate material continues, with approval of the Museum Committee and the Council. During the year we sold a large number of textiles and costumes and accessories, which had been thoroughly considered after careful sorting. We also sold sixty-five articles of furniture, as well as an early phonograph, a model of a beam engine, and a model mill engine and boiler. Considering that we have received objects since 1821, the accumulation of over 150 years must be carefully pruned, and of course much of the staff members' time has gone into sorting, checking, choosing, listing, and gathering together. We are trying to keep in mind what future tastes, as well as modern ones, might wish to display; and we are also, of course, in disposing of duplicate material, keeping the examples of better quality for our own collections. The funds received from the sale of excess material will go towards maintaining the condition of the pieces we are keeping in our collection. Elsewhere in this report is described the removal of our entire coin collection to bank vaults for security's sake, and we all regret the departure of the exhibition of American coins which was set up a few years ago by our Honorary Curator of Coins, Lea S. Luquer. We are glad that so many visitors, young and old, enjoyed and learned from it, and we are particularly glad that the exhibition was written up by Mr. Luquer for our *Historical Collections*, and published as "A Worth-while Collection" in January 1968.

On rare occasions it is appropriate for us to give gifts to other institutions. This year we gave to the Danvers Historical Society, for Glen Magna Farms, three marble mantels which had been there before they

came to us in 1958 from the estate of Mrs. William C. Endicott, Jr. We sent them back to Glen Magna as loans in 1964, where they were reinstalled in their original places, and this year, feeling it unlikely that we would ever want them back, we changed our loan to an outright gift of the three handsome European "chimney pieces." Another gift we presented was at the request of the U.S.S. *Massachusetts* Memorial Committee, Inc. They asked to have back a painting by the Salem artist Philip Little, "Salem Harbor at Dusk," showing the above-named vessel; this painting had previously passed from the battleship to The Massachusetts Society Children of the American Revolution, who gave the painting to us. We returned the picture to the ship, which does seem like the most appropriate home for it. It had hung in the captain's cabin throughout the vessel's World War II activity.

This year we had one loss by theft; the eagle which was on the stable of the Peirce-Nichols House was "lifted," and so far has not been recovered. Fortunately the bird was a reproduction, and not the original carved by Samuel McIntire.

The Museum Department's work has been busy and varied, with ever-increasing requests for information by letter and telephone, as well as by people bringing in objects for "evaluation." Museums do not give monetary values, but we help look up marks, or signatures, or approximate date or style.

Our accession books list 220 new items in them with the cataloguing of gifts, loans, and previously unaccessioned items, this work carried out by Mrs. John Hassell, Registrar, assisted by Miss Mary Huntley. The new storage spaces for textiles, costumes, uniforms, clocks, and prints are welcome, and with our Boston University American Studies Scholars, Mrs. Gerald Ward in 1973 and Mrs. Mark Blundell in 1974, aided by volunteer Mrs. Nancy Cole, much has been accomplished towards better storage and accessibility of our woven, embroidered, and printed fabrics and costumes. Our two Assistant Curators, Robert Egleston and John Wright, have greatly improved the storage areas of clocks and uniforms, respectively. Gerald Ward, here for research on a grant from the National Endowment for the Humanities, also as a volunteer, has sorted, catalogued, and shelved our entire collection of wallpaper, for which the Museum and the Library have both disclaimed responsibility over a period of many years. The question has been whether, as flat paper, it should be the Library's, or whether as "art" it should be the

Museum's. Now Mr. Ward has settled the problem through straightening out the collection, henceforward to be within the Museum's sphere. Mrs. Emerson Lalone and Miss Mary Silver Smith have done much correspondence, and have also arranged the school appointments in winter, and the scheduling of the Guides in summer.

Our Honorary Curators have given special help in particular areas. Mrs. Richard Merrill has prepared some of our dolls for exhibition, washed their faces, pressed their dresses, arranged their hair, and made them stand up straight on our shelves. John Burbidge, Honorary Curator of Costumes, has performed equal miracles in reconditioning a number of our people-sized costumes, which are now being exhibited fairly regularly each year in the auditorium.

Again this year we have been fortunate in having Museum volunteers who have helped to forward various projects. Among these, William M. Houghton has worked for months on the framework and restoration and installation of the tower clock mechanism from the Bentley School in Salem, associated with the large bell beneath it made by Paul Revere's firm. Mr. Houghton and Robert Egleston have got the mechanism up and caused the clock to tick. Another Volunteer last summer, Jonathan Loring, worked on our new clock storage area, while Miss Constance Vallis did everything from guiding in the Ward House to working on the student garden out back. Mrs. W. R. Creamer worked many hours as a Museum volunteer, taking inventory in our houses, helping Mrs. Hassell with checking, and even typing up the finished lists. We are extremely grateful for her help.

We are particularly appreciative of our Ladies Committee and our Guides, volunteers all, and we are proud of the Committee's accomplishments in the fields of flowers, sales shop, refreshments, hostessing, office work, arrangement of lectures, special programs, and guiding. As their annual gift this year, the Ladies Committee voted funds for staff educational purposes such as travel to seminars. Our Guides in the three houses on our premises, having taken the staff preparatory course, did a noble job last summer, and again we thank them for the sincere interest and eagerness to learn that make the tours of Essex Institute's houses memorable for our visitors. The same quality goes into the showing of the Peirce-Nichols House by Mr. and Mrs. H. H. Gibson, Jr., the Assembly House by Mr. and Mrs. Donald Hunt, and the Gardner-Pingree House by Mrs. Ray K. Moore and by Mrs. Montgomery Merrill. Last

summer our regular staff Guides were Mrs. Gerald Ward, Mrs. Earl Doliber, Robert L. Howie, Jr., and special summer weekend Guides were Miss Polly Roberts, Mr. and Mrs. John Carr, F. Calvert Bacon, Robert Jackson, and Gerald W. R. Ward.

Ray K. Moore, Superintendent, with his assistant, Wilfred J. Peltier, and our two housekeepers, Mrs. Caroline A. Gagnon and Mrs. Edward Marquis, have kept our houses, the galleries, library rooms, and offices in excellent condition, not only for special events, but for daily use as well.

James R. Hammond, Chairman of the Maintenance Committee, and Charles A. Steward, Administrator, are taking care of the large and small details of keeping the structural features of our houses in good condition. There were roof repairs on the Assembly House, the Vaughan doll house, and chimney repairs at the Crowninshield-Bentley House. The balustrades of the Andrew-Safford and the Gardner-Pingree houses were repaired and painted, and the valley over the side door of the latter was re-coppered. Repairing and painting were done on the Gideon Tucker door near our back entrance. Interior painting was done in parts of the Peirce-Nichols House, the Gardner-Pingree House, and particularly in the Crowninshield-Bentley House, in which most of the hall and stairway areas were painted, with touch-up work on some walls and ceilings.

The Museum staff members have given some outside lectures this year. Among them the Curator spoke at Gore Place, Robert Egleston spoke at the Haverhill Historical Society, and John Wright at Essex Historical Society. Mrs. Hassell attended the American Museum Association's Seminar for Registrars at the Boston Museum of Fine Arts. The Curator went to the Seminar on Wallpaper held at the Society for the Preservation of New England Antiquities in Boston, took the Boston MFA tour of Greek Revival buildings in New York State, and attended the annual Colonial Williamsburg Winter Forum.

Special events of the year are listed elsewhere, but we might emphasize the beauty and merriment of the Ladies Committee May Day Festival Exhibition with its maypole and costumes, the Museum staff's research for the exhibition of "Nineteenth-Century Women Artist's Work," and the fun of putting on a timely winter exhibition during the fuel shortage showing how people kept warm in "the old days." The scholarly work done by Anne Farnam in putting on last summer's show

of "Printed and Embroidered Textiles" from our collection brought to light many fine examples which had not been seen in years. The exhibition of works of art depicting "Our Essex County Neighbors" showed local towns, aside from Salem, in a variety of media.

Objects in our collections are constantly in demand for publication; in the magazine *House and Garden* were views of the Crowninshield-Bentley old kitchen, and the Gardner-Pingree House double parlor. For a *Book of American Antiques* to be published by The Hamlyn Group, a picture of our carved wood toy oxen with cart is one of many photographs requested from England. *American Folk Sculpture* by Robert Bishop, at the Greenfield Village & Henry Ford Museum in Dearborn, Michigan, is illustrating our bust of Paracelsus and the drawing which shows it. Aside from these there are many articles and theses by students and specialists making use of our photograph collection, and illustrating objects in our collections.

This past year our Housekeeper of many years, Sarah Beechey, died after a long illness, and we miss her. Two other good friends of the Institute whom we lost this year were Mrs. William H. Shreve and Mrs. Albert Goodhue, Jr. We shall remember them both with admiration and affection for a long time. Harriet Shreve, as a staff member of the Peabody Museum, had knowledge and talents which she shared freely with others. She was vitally interested in the refurbishing of the Daland House Victorian Room, now our Librarian's office. Betsy Goodhue was in former years a very active member of our Ladies Committee, a guide in the Gardner-Pingree House, and as the President's wife gave her utmost support to Essex Institute. These two women, still young when they died, packed full lifetimes of activity, talent and ideas, warmth, and humor into their span of years.

We on the Museum staff thank President Wheatland for his interest in our projects during his term of office. We thank Director David B. Little for his very practical help to our Museum department, given with encouragement, patience, good humor, and based on sound knowledge and experience of museum procedures. And Mrs. David B. Little, a veritable "Mrs. Swiss Family Robinson" in her ability always to appear with the thing needed—cookies, flowers, a ladle, scissors, an extra sweater—we thank her for all of these, and especially for herself and her time.

The Museum Committee has met frequently this year, under the

chairmanship of J. Sanger Attwill. We appreciate the time and effort given by these friends for the consideration of Museum business, for their interest and counsel in matters large and small. And we have this year as always the strong feeling of support from both the Museum Committee and the Council, as from the other Institute staff members who give us constant and cheerful help.

Our own Museum staff is a small and hard-working group, each with special abilities, and each with the wish to carry out his or her special projects, help others with theirs, and coordinate our activities for maximum production within our limitations. We feel that this has been a very successful year, particularly in approaching completion of the storage projects envisioned by the Director.

Respectfully submitted,  
HULDAH M. PAYSON  
*Curator of the Museum*

## REPORT OF THE JAMES DUNCAN PHILLIPS LIBRARY

EACH YEAR has been exciting and challenging since my appointment in 1968 as Librarian. It came at the conclusion of the period of reconstruction, which started in 1966. The Herculean task of putting the Library in order was mine. At that time, I predicted that the complete project would involve ten years of hard work. We have been under way for six years now and for the first time the completion of our aims and plans is coming into view and it is a gratifying feeling. We had to squeeze our collections into a smaller area because our auditorium once housed half of our collection. At the same time, our fireproof area tripled, satisfying a tremendous need. Under our policy and guidelines established at this time we were able to eliminate duplicate books and irrelevant material. In the process of eliminating duplicates and weeding we were able to transfer more of our rare and valuable books to the fireproof area where before there was no space. I have reported in detail our progress in my annual reports; therefore, it is not necessary to repeat but I do want to bring you up to date.

This past year under the planning and direction of James R. Hammond, Chairman of Maintenance, and Mr. Charles A. Steward, Administrator, we undertook the refurbishing of the third floor of Daland House. The cleaning and painting which was done transformed the drab rooms into beautiful, bright and functional areas. We transferred the matting and microfilm departments to the third floor. John Wright and Robert Egleston of the Museum staff established an office in one of the rooms. The Education Division, with Mrs. Phyllis Shutzer at its head, is in another room. This move enabled the various departments allied with the Museum to be adjacent to one another, a much more practicable arrangement for the operation of the Museum. At the same time it left the entire second floor for the use of the Library where one room was taken over by the Manuscript Department. Mrs. Haggerty, Manuscript Librarian, can now work undisturbed with ample space. We have retained the wall space on the third floor for our collections of books on history, juveniles, fiction and literature. The items relating to decorative arts were moved to the third floor making them handy for the Museum personnel.

We continue to take part in the meetings and activities concerned with the libraries of the area. Miss Ritchie and I attended the North-

shore Library Club and the Essex County Historical Council meetings. In November, Mrs. Haggerty and I attended the "Historical Business and Commercial Records of New England: an Archival Symposium" sponsored by the Boston Public Library. I was invited to represent the James Duncan Phillips Library in the new organization of the Essex County Cooperating Libraries launched on December 12, the object of which is to provide improved library sources to patrons of member libraries through cooperative efforts. The group consists of librarians of public, academic, and special libraries on the North Shore.

One of our functions is assisting groups and teachers by making available our sources and directing their research for their scholarly pursuits. This year we aided the following:

Ten students and two teachers from Cambridge Friends' School worked on "religious persecution"; Miss Parker and seven of her students from Salem State College came to see an exhibit on Essex County authors and I gave a talk on Hawthorne and Whittier; six scholars from Winterthur visited us for a tour of the Library and instructions on the care and handling of manuscripts. In May I talked to eighty students and two teachers who came from Whitman-Hanson Regional High School to study the subject of witchcraft. I gave a lecture on witchcraft at the Amesbury High School to two classes of eighty students each and discussed witchcraft at length with students from Chelmsford High School, Medway High School, and from Hollis, New Hampshire. Three Japanese graduate students from Yale University met with me for a talk and exhibit on Nathaniel Hawthorne.

Over a period of several months we assisted Miriam W. Butts of the Museum of Fine Arts staff and Patricia L. Heard, from Nottingham, England, in research to prepare a "Jack Daw" study kit on the China trade for students in the United States and England, grades six to twelve. They made a return visit to document the spelling of Retire Becket's signature on a broadside that we reproduced for them and to show us their finished work.

We also assisted Carole L. Sharoff, a historical archeologist, and seven students from the Gloucester Community Development Corporation. Our material fascinated them and opened up a new world to them. A group of forty-six history students and teachers from Methuen High School came to learn of our research facilities and to see how we care for our collections. We prepared an exhibit of literary material about Essex County authors for a group from Salem State College.

We lent Mrs. Gerald Posner, Salem High School Librarian, some early numbers of *The Advance*, the only existing ones, to aid in the project of microfilming a complete set of this Salem High School publication.

Dr. Peter Stine, professor of literature at Gordon College, showed his film on *Travel for Learning* to members of the staff. It is a film on historic sites of Salem and their history and is designed for the purpose of introducing our city to tourists.

It is not all work and no play in our library. One of our pleasant annual events is a picnic at Ship Rock and we went on August 20. Ship Rock got its name as a natural wonder because it resembles a ship. One can even distinguish the bow from the stern. It is a fair model of a hull. John Henry Sears, author of *The Physical Geography, Geology, Mineralogy and Paleontology of Essex County, Massachusetts*, published by the Essex Institute in 1903, records the following: "Ship Rock, a large hornblende granite boulder in Peabody, the property of the Essex Institute, and estimated to weigh about 22 hundred tons, is perched upon a ledge at an elevation of about 100 feet above mean sea-level. Across the valley, two-thirds of a mile distant, in a northwesterly direction, which is the direction of glaciation for this area, there is a hornblende granite outcropping ledge with an elevation of 200 and 30 feet above mean sea-level. Without doubt 'Ship Rock' was formerly a part of this outcrop, and was pushed forward by the glacial ice, or rafted across the valley attached to the base of a large berg, and becoming stranded, was left where it rests to-day."

The Rock and its surrounding area came into the possession of the Essex County Natural History Society in 1847 by a deed from Caleb Osborn and his wife Elizabeth of Danvers for \$40.00. The next year it became our property when the Essex Institute was founded by the joining of the Essex County Natural History Society and the Essex Historical Society. Mr. Osborn had purchased it from Amos Trask, Jr., in 1831 for the sum of \$420.17 for one acre, right of way to the Rock and, for \$30.00 extra, the Rock itself. It is located in South Peabody on the road to Lynnfield about four rods in from Lynn Street. In its area there are loose masses of boulders, many of which are estimated to weigh from fifty to seventy-five tons. The area itself and the right of way have never been marked by fences, bounds, or monuments of any sort; therefore, it is understandable that there have been encroachments. The iron rail and steps that once gave access to the summit of the Rock no longer exist.

Our patrons totaled 3,344 readers, a decrease of fifteen percent over last year. The charge of seventy-five cents to non-members may be the reason for the decrease in number; however, we have had an extraordinary increase in the number of serious research scholars. Ph.D. candidates took the lead again and numbered thirty. There were six M.A. degree candidates, twenty-five authors researching material for books, and the usual patrons here for historical research and genealogy. Students enrolled in the American and New England Studies Program at Boston University came here to do their research and course work, with several of them filling part-time positions, under the joint sponsorship of the university and our institution. We are kept busy serving our patrons and in many instances the entire staff is involved in attending to their requests.

The subjects that are explored are many and varied as illustrated in the following: Salem Federal furniture; fur trade; seventeenth-century Salem China trade; biographical study of John Cleaveland, 1722-1799; Winter Island; Fort Pickering; Salem colonial family, 1660-1770; wage structure of merchant sea service; and seventeenth-century Quakers in Massachusetts. Yes, indeed, "Women's Lib" has come to the Library with such topics as: New England women, 1780-1840; study of women and religion, 1600-1763, in colonial America; the effect of the early industrial revolution on the status of women; and the nineteenth-century role of women as ascertained from their diaries and journals.

Our significant manuscript additions by gift were papers and studies on the urban renewal projects; Historic Salem's documentations on the houses that have received dated plaques, done by Sally Dee; material to be added to the Manchester Yacht Club collections; and the David Pingree Papers. The historical associations of Essex County which deposited collections with us were Salem Young Women's Association, Salem Welfare Service Office, and The Salem Maritime National Historic Site. The latter deposited its Custom House records with us which brings together under one roof all the Salem Custom House records. A unique Navigation Exercise Book, dated January 19, 1815, written by John H. Grush while in Dartmoor Prison, was given by his heirs, Lincoln C. Grush, Elizabeth H. Grush, Marjorie Grush Palmatier, Russell B. Grush, Evelyn C. Grush Curney. A journal-diary, 1859-1860, kept by Susan M. Emerson (1835-1915) while on a trip abroad describing persons and places in Rome and Paris and recording interesting impressions of Europe, was given by Mr. and Mrs. Emerson Taylor Oliver.

Miss Jeneve M. Melvin has given us Patrick S. Gilmore material from her collection. Five letters, 1862-1877, relating to the Nichols family of the Peirce-Nichols House, including two letters from George M. Whipple describing life as a soldier in the Civil War in 1862, were given by Mrs. Clarence Hardenbergh. From DeWitt D. Wise, a Record Book, 1955-1963, and other material to add to the Baker's Island Association collection.

An extremely important collection and a valuable addition to our manuscripts is the Holyoke Collection from the Nichols family as a gift from the following heirs: John B. Nichols, Edward H. Nichols, Nathan P. Nichols, Mrs. Eliot G. Goldsmith, Charles P. Preston, Mrs. John A. Lord, Andrew Nichols, III, and heirs of Annie Nichols Brewster. The papers relate to Edward Holyoke (1689-1769) who was the ninth President of Harvard, and Dr. Edward Augustus Holyoke (1728-1829) who was a physician and lived to the age of 100 years and eight months. Born in Marblehead and beginning practice in Salem in 1749, he was considered the foremost New England physician of his day and a leading factor in early medical education. The collection consists of interleaved almanac diaries, 1700-1760; scientific and astronomical observations, calculations, and predictions, 1560-1860; correspondence, accounts, bills of mortality, medical papers, etc, and will be added to the Holyoke material that we already have in our collection: letters, 1653-1822, daybooks, 1749-1828, and account books in twenty-nine folio volumes, one portfolio, and five envelopes.

By purchase we have added manuscript material to our collection such as the following: two account books of a general store in Danvers, 1819-1836; a Lucy Larcom letter; a broadside advertising Mr. Turner's dancing class exhibition (dated Salem, Oct. 5th, 1821); a broadside with a list of soldiers under the command of John Hill, 1693; fifteen Treasury Department circulars signed by Albert Gallatin, addressed to Joseph Wilson, Esq., Collector of Customs, Marblehead, Mass., 1802-1809; eight diaries, dated April 1, 1824-1893, kept by George Wheatland with entries consisting of accounts of the Boston Fire, Lafayette's visit to Salem, the election of John Q. Adams in 1825, and the laying of the Bunker Hill Monument cornerstone; a deed dated 1684, Ralph King and Elizabeth his wife of *Linn* (Lynn) to William Browne of Salem; Nathaniel Saltonstall's journal, 1820-1829, cash book, 1820-1830, and a ledger, 1820-1829.

Our printed gifts numbered 258 items. They included many genealo-

gies, local histories, art books, books on architecture and the decorative arts. We also received eighteen photos of the Derby Wharf area and Naumkeag Mills from Philip Little, Jr. *Accounts of Earthquakes, 1728-1748* came from Rev. John McLaughlin of St. Paul's Church in Newburyport, and from Jean A. Levesque, mayor of Salem, two presentation copies of the book *St. Joseph Parish 100 Anniversary, 1873*. From Mr. Douglass C. Fonda, Jr., came microfilm copies of our logbooks which he is filming for The International Marine Manuscript Archives, Inc., Nantucket, Mass. We will have our 1,500 logbooks on microfilm when Mr. Fonda completes his project. From the Manchester Public Library, a positive roll of microfilm of the *Beetle and Wedge*, Manchester newspaper, 1875-1877. We also received 805 periodicals by gift, exchange and subscription.

Emily Haggerty, Manuscript Librarian, has catalogued 7 collections and added 55 entries to the manuscript catalogue file cards. In addition to cataloguing the foregoing Mrs. Haggerty was able to complete the task of cataloguing a large Byfield Parish Church Collection which came to us as a permanent deposit from the church trustees in 1967. As a finished project it stands on the shelf in 8 boxes, 2 volumes, 1 envelope and 1 package. The amount of material is described in 100 entries in the inventory. They consist of general parish and church records.

Mary Ritchie, Assistant Librarian, has catalogued approximately 251 items, has added over 1,000 cards to the files, and has corrected and added information to 119 cards already in the file. She also arranged three desk cases in the auditorium in collaboration with the Museum exhibit "In the Good Old Summer Time!" It was on display from July 19 until October 16. The exhibit included 44 pictures from the Essex Institute photo collection and many broadsides. In addition, she has been in charge of the Library in my absence.

Irene Norton, Reference Librarian, has completed the reading of the Essex County Collection to the middle of the letter S bringing the count to 39,326 catalogue items in this special collection. She was able to take care of 10,420 items in this past year. Mrs. Norton is able to accomplish this in addition to supervising the part-time help, taking charge of the collections, and serving on the reference desk.

We have bound and repaired 180 volumes. Through the professional preservation and conservation departments of the Museum of Fine Arts, the New England Document-Conservation Center in North An-

dover, and with the use of money from the Duplicate Book Fund, we have been able to repair and preserve many broadsides and other documents.

As a result of requests for microfilm copies, we have added important items and collections on microfilm with the requesting society or person paying the cost. Our Savin photocopy machine provides a great service to our researchers and has brought in \$1,000 this year.

We have also established a Microfilm Reader Fund, exclusively for the Library. Our need is for a new reader for newspapers. The reader that we have, given to us by William B. Osgood in 1960, is still serviceable for manuscripts the size of letters but it is necessary to have a larger one for the newspapers so that a page of the newspaper can be shown at one time. We have the *Salem News* on film from 1880 to date. It is my hope that we can have all the Salem newspapers on film in the near future: *The Gazette*, 1768-1908, *The Register*, 1800-1918, and *The Observer*, 1823-1918. These are rare as there are no other copies in existence. We regret we cannot allow our patrons to use these. The scholar misses much because newspapers are a prime source and our Salem papers reveal Salem history chronologically.

I wish to pay tribute to Edwin W. Small who died suddenly last March. My first acquaintance with Mr. Small was when I came to the Library in 1945. He fascinated me because his name did not describe his stature. He was a large man. Because of his height he had a habit of removing drawers and putting them upon the file cabinet at his eye level. Mr. Small was the first superintendent of the Salem Maritime National Historical Site and was in that position when I first knew him. He was a research scholar and devoted most of his life to the National Park Service, especially to the historical park developments in the New England area. He was a graduate of Yale University and served in the Navy in World War II. He was a member of many historical societies. His wife, Carmen M. (Rich) Small, and two sisters survive him. Three days before his death he was in our library working on the *Journals of U. S. Continental Congress and Massachusetts Provincial Congress* to trace the history of the Revolutionary period as it related to the Salem area, in preparation for the Bicentennial. He felt that the importance of Salem and its men in the building of our country was neglected and that historians failed to put them in their rightful place. Mr. Small was collecting proof to rewrite that part of history.

New volunteers this year have been Mrs. Owen E. Hearty of the Ladies Committee who has helped us with typing, and Mr. William M. Varrell, an accountant who lives in Ipswich, who organized our stereoscope pictures. Mr. Sargent Bradlee continues to preserve our leather-bound books. Assistance from Mrs. Ralf P. Emerson, Mrs. Ralph L. Thresher, and Mrs. James Brown is very much appreciated. Gilbert R. Payson continues in the photographic files. Our part-time staffers were Elizabeth Beston, Barbara Blundell, who was with us from June until September, and Mary Elizabeth Copeland, a library assistant who left in February for a full-time job at Salem Public Library. She was replaced by Marylou Birchmore. Christopher Hassell spent his college vacation periods serving as library page.

The cooperation and help of all staff members within the various departments that make up the Essex Institute is appreciated and adds much to the smooth running of the Library.

Within the Library itself, I pay tribute and I am grateful for the pleasant, cooperative, and competent assistance of Mary Ritchie, Irene Norton, and Emily Haggerty. These, the part-time workers, and the volunteers all aid in meeting our goals. Without them this report could not be written.

Respectfully submitted,  
DOROTHY M. POTTER  
*Librarian*

## REPORT OF THE DIVISION OF EDUCATION

IT WILL BE NECESSARY to forego the customary editorial "we" in this report since during the past year the reins of control of the Division of Education have passed from one set of hands into another.

At the beginning of this year, April 1, 1973, I was a volunteer assistant to Mary Larsen and since her departure at the end of the summer, I have held a tenuous position here at the museum. Originally, I served merely as a matrix holding the department together with no innovations. During the middle of October, I was granted a staff position which I presently maintain. The intention, to my knowledge, was to retain my services as a part-time employee until a successor could be found to head the division. Subsequently, an apparent alteration of plans called for me to head this division with a staff assistant. At the present date, March 31, 1974, I am holding the fort with an able volunteer aide in the person of a retired schoolteacher, Mr. William Rich, who has just joined me.

Before the departure of Mary Larsen, we had completed an introductory slide-lecture presentation to the Essex Institute and a course in the history of Salem. Miss Larsen had assisted the Beverly School Department in the development of a local history unit and had also represented us on the Educational Committee of the Bay State Historical League.

In October, the Division of Education was responsible merely for school groups which were shown the slide show and conducted through the Museum with a detailed guided tour. It soon became obvious that within the existing framework much more could be accomplished. I shall attempt a description of the direction and philosophy of the Division of Education as it presently exists including plans for its future.

Through two negative situations, we have been forced to develop affirmatively. Adversity breeds innovation. An admission fee schedule was instituted at the beginning of the school year. As it is demonstrated within any organization, a subsequent decrease in attendance is immediately perceivable, but gradually adjusts upward to erase the initial drop. The positive action here indicated was simply to create more attractive programs. I shall later explain how this has been accomplished. The second negative situation was the advent of the energy crisis. Field trips had to be cancelled and again the drop in attendance was to be anticipated. Reversing this problem into positive action assumed another di-

mension. Development of programs which could be prepared to go out into schools was deemed mandatory for the future of the Division of Education. In addition, to raise the profile of the entire program it became evident that a certain amount of publicity would be a prerequisite.

The time spent by this department deserves detailing. During the fall, a letter was prepared and sent to two hundred schools and heads of educational departments. This notified them of our new approach to students of all grade levels here at the museum. Appointments are arranged for those times when the space is available and this works out quite satisfactorily. The innovation of the introductory slide show which runs approximately twelve minutes serves a dual purpose. Upon arrival, pupils are seated comfortably in our auditorium. The slide presentation both excites their interest and quiets them into attentive response. When they become aware of what the Museum has to offer them and what our general and specific opportunities hold for each individual's curiosity, the ensuing guided tour becomes much more meaningful. They are encouraged to ask unlimited questions of their guide, and ultimately depart with a true sense of enrichment. I have witnessed the reactions of students both before and after the installation of this program and observed dramatic contrast. Instead of charging through our facilities and leaving with little or no added knowledge, they now leave with a reluctance which is most gratifying to this division.

I have handled almost three thousand school children between October 15, 1973, and April 1, 1974. Groups have ranged from preschoolers to college students who arrive from Ohio, Pennsylvania, New York, Connecticut, and every corner of this state. As they leave, they plan their return visit. I see no reason to add a new slide show aimed at younger people. From grade four and up, the pupils have been geared through hours of television-watching to sit observantly. The littler ones are shown the slides manually while the accompanying lecture is delivered orally in a relaxed manner with dates omitted. Slides of particular interest to them are projected at a slower pace, while those more sophisticated pictures are flashed by quickly, perhaps reaching some minds subliminally.

For school groups wishing to visit us, I have prepared a notice of confirmation which is now sent out to each school as soon as its appointment here is made. This policy has been in effect since the first of the year and has diminished no-show groups to a marked degree. Instead,

we now receive calls for cancellations and may then use the time to advantage rather than waste it in a frustrating manner.

When family groups arrive unannounced I have made it a policy whenever feasible to advise them that they are welcome to partake of our complementary slide show and guided tour. They seem pleased to avail themselves of the opportunity and simply join with scheduled groups. This is a measure of good will that is advantageous to all concerned.

During the month of December, I began a weekly column for the *Salem News* called "Two Centuries Ago in Salem." This provides a weekly exposure for the name of the Essex Institute in addition to the creation of a sense of local history. I have been frankly astounded at the amount of public reaction to the column which can run indefinitely. I work one month in advance of publication so that unforeseen circumstances will not necessitate omission on a weekly basis, thereby insuring continuity. I also supply old photographs of Salem to the paper.

There has been a good relationship established between the Institute and the *Boston Globe* so that announcements of special events, lectures or exhibits are now printed in "What's Happening in Boston." The paper merely requires the information in time to insure publication of a notice. Also, Mr. George Michael of the *Sunday Globe* ("Antiques and Americana") desires notification of special exhibits.

It appears essential to this department that we work in conjunction with other educational institutions of Salem. I have met with representatives of each group including the House of the Seven Gables, Peabody Museum, the Salem Maritime National Historic Site, Witch Museum and the Salem Chamber of Commerce. No one is competing with anyone else and a spirit of mutual cooperation can be most helpful to all. At each locale, I gleaned hints about improving this department while returning ideas in a fully concordant manner.

Two television channels have evinced interest in our programs. Since I worked at Channel 2 before coming here, my relationship with them is good. Channel 5 also would like to work with me on their *Good Morning Show*. It amazes me that an organization as culturally rich as this one should not have the public recognition which it deserves. Moreover, the Division of Education owes to the general public an introduction to the treasures of the Institute.

A New York-based bus tour company called *Groups Unlimited* is

desirous of including us in their culturally geared tourist attractions. In addition, the Essex County Tourist Council is printing at no cost to us thousands of leaflets which I have designed and prepared. These will be distributed at the Massachusetts Turnpike Tourist Information Center. If the flyers prove worthwhile, we may wish to print them later far less expensively than our own brochures for the purpose of handouts.

I plan for the fall an adult education series of lectures since people have requested one. Education is for all ages. The ideas in the area of public relations are, of course, entirely up to the judgement and discretion of the Education Committee. I shall do as much or as little as may be indicated to me.

I have received permission to place a small notice in the fall *Massachusetts Teachers' Guide* about our programs for students. Requests for outside speaking engagements have begun to arrive. I have been conversing with teachers at great length so that when I do spend time and money on programs they will be desired ones. Thus efficiency and economy will result. I may now commence development of curriculum which will go out into the educational community and may also be presented at the Museum. Projects for the future include a lecture based upon my weekly column, another upon the changing geography of Salem since 1850 and one concerned with the city's economic history.

The library staff and the curatorial staff have been of inestimable aid to me in my research endeavors. Expenses incurred since my October arrival have been almost negligible.

Together with the volunteer aid of William Rich and other docents whom I may train, I can see no reason why this Division cannot forge ahead next year, still within its present viable physical structure. A self-satisfied department is a moribund one.

To reiterate, I feel that we may do all these things and many more just as we are set up now. Obviously, if we are allowed more space in the future, we may expand still further. With volunteer help, I can easily envision a full calendar of groups of forty to fifty children arriving here hourly on an appointment basis. While I am free to go out to schools, a trained docent will be at the museum to handle groups. This means a full program utilizing present facilities. A four-day work week for the Division would save the Institute's funds. Mondays we are not open to the public and programs, correspondence, curriculum planning and miscellaneous paper work may be done during the less hectic winter

months. We may thus do our duty toward bringing to students of all ages the wonders of this unique institution without causing upheaval within the present structure. There is a deep need here for the Education Division and the Division should be developed to its fullest potential. There is a momentous job to be done and no reason why it may not reach fruition.

Still on the drawing board is an instruction sheet to go to each teacher who plans a visit to us. This sheet may be included with the mailing of the confirmation notice and will instruct the leaders how best to prepare the children so that their visit to us may be of maximum value. It is quite discernible at this point just which children have been readied properly as opposed to those without adequate foreknowledge. Each child should come to us with anticipation and awareness.

I constantly enlarge my own store of knowledge and respect for the treasures of the Essex Institute. I should like to close this report with a quotation from Chaucer:

“And gladly wolde [she] lerne and gladly teche.”

Respectfully submitted,  
PHYLLIS SHUTZER  
*Director of Education*

## REPORT OF THE TREASURER

ACCOMPANYING THIS REPORT are audited statements of account for the fiscal year ending March 31, 1974, reported upon by our auditors, Coopers & Lybrand.

The market value of endowment funds as of March 31, 1974, was \$2,783,672 as compared with \$2,857,247 a year ago.

The books of the Institute are available in the treasurer's office for examination by any member who wishes to see them.

Respectfully submitted,  
EDWARD H. OSGOOD  
*Treasurer*

To the Council of the Essex Institute:

We have examined the balance sheet of the Essex Institute as of March 31, 1974, and the statement of sources of revenues and funds used to meet expenses of current operations and the summary of changes in fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances. We previously examined and reported upon the financial statements of the Institute for the year ended March 31, 1973.

In our opinion, the aforementioned financial statements present fairly the financial position of the Essex Institute at March 31, 1974 and 1973, its sources of revenues and funds used to meet expenses of current operations for the years then ended, and the changes in its fund balances for the year ended March 31, 1974, in conformity with generally accepted accounting principles applied on a consistent basis.

COOPERS & LYBRAND

Boston, Massachusetts

May 9, 1974

## ESSEX INSTITUTE

## BALANCE SHEET, March 31, 1974 and 1973

## ASSETS

	1974	1973
Current fund assets:		
Cash	\$ 60,305	\$ 82,842
Accrued dividends and interest	26,820	20,208
Advance to author	—	3,000
Publications in process	15,707	42,549
Prepaid expense (principally insurance)	3,105	2,630
Insurance proceeds receivable	—	2,834
	<hr/> 105,937	<hr/> 154,063
Endowment fund assets (Notes A and D):		
Investments, at cost:		
Short-term investments (which approximate market)	250,000	—
Fixed income	934,494	843,659
Equities	945,457	884,260
Cash	—	35,410
	<hr/> 2,129,951	<hr/> 1,763,329
Plant fund assets (Note A):		
Land	101,288	101,288
Institute buildings and improvements	767,409	756,138
Period houses	223,029	223,029
Cash	9,514	9,514
	<hr/> 1,101,240	<hr/> 1,089,969
	<hr/> \$3,337,128	<hr/> \$3,007,361

## LIABILITIES AND FUND BALANCES

	1974	1973
Current fund balances and liabilities:		
Accrued expenses	\$ 9,500	\$ 11,179
Membership dues received in advance	5,350	6,090
General fund balance	16,610	—
Unexpended balance of gifts, investment income, and other receipts for designated purposes	<u>74,477</u>	<u>136,794</u>
	<u>105,937</u>	<u>154,063</u>
Endowment fund balances and liabilities:		
Restricted as to income	786,762	501,216
Unrestricted as to income	849,937	814,698
Accumulated net gain from sales of securities	451,320	447,415
Account payable	41,932	—
	<u>2,129,951</u>	<u>1,763,329</u>
Plant fund balances:		
Expended for plant	1,091,726	1,080,455
Unexpended	9,514	9,514
	<u>1,101,240</u>	<u>1,089,969</u>
	<u>\$3,337,128</u>	<u>\$3,007,361</u>

The accompanying notes are an integral part of the financial statements.

STATEMENT OF SOURCES OF REVENUES AND FUNDS USED  
 TO MEET EXPENSES OF CURRENT OPERATIONS  
 for the years ended March 31, 1974 and 1973

	1974	1973
<b>OPERATING EXPENSES:</b>		
Direct expenses:		
Museum	\$ 51,432	\$ 49,277
Houses	28,383	22,728
Publications	25,431	19,443
Library	39,910	36,058
Education	5,765	15,249
Costs attributable to all Institute activities:		
Administration and general	91,667	77,888
Operation and maintenance	<u>59,330</u>	<u>47,960</u>
	<u><u>\$301,918</u></u>	<u><u>\$268,603</u></u>
<b>REVENUES AND FUNDS USED:</b>		
Operating income:		
Admissions	18,909	8,152
Membership dues	17,195	15,400
Publications	22,825	9,520
Other income	<u>1,195</u>	<u>2,343</u>
	<u>60,124</u>	<u>35,415</u>
James D. Phillips Trust	21,692	17,588
Endowment fund unrestricted income	95,070	82,544
Gifts, investment income, and other receipts for designated purposes availed of	98,662	63,585
Unrestricted funds used to meet operating expenses	<u>26,370</u>	<u>69,471</u>
	<u><u>\$301,918</u></u>	<u><u>\$268,603</u></u>

The accompanying notes are an integral part of the financial statements.

**SUMMARY OF CHANGES IN FUND BALANCES**  
 for the year ended March 31, 1974

## NOTES TO FINANCIAL STATEMENTS

**A. Summary of Significant Accounting Policies:**

The Institute maintains its accounts on the accrual basis. Land, Institute buildings, period houses, and major improvements are reflected in the balance sheet at cost. No provision for depreciation has been charged to operations.

Investments are carried at cost, or if donated, at market value at the date of donation. Gains and losses from sales are reflected in the period in which realized. Investment income is distributed on a unit basis reflecting the ratio thereto of the related funds invested in the pooled portfolio at market value.

Certain publications sponsored by the Institute are charged against the James D. Phillips Fund upon publication. Proceeds from the sales of such publications are taken into operating income.

**B. Retirement Plan:**

The Institute participates in contributory retirement plans administered by the Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF) which cover all designated full-time employees. Plan assets are not included in the Institute's financial statements. Pension expense charged to operations was \$6,623 and \$3,134 in fiscal 1974 and 1973, respectively. The plan is a defined contribution-type plan wherein benefits are based on accumulated contributions.

**C. James D. Phillips Trust:**

The Institute is a beneficiary of the James D. Phillips Trust. The assets of the Trust are managed by its trustees and are not included in the assets of the Institute. Under the terms of the will, ten percent of the net income is annually added to principal. The will further provides as follows: "If and when the total fund shall be One Hundred Thousand (100,000) Dollars in excess of the original fund set up under the trust, and if the Trustees of Essex Institute so desire, that sum shall be turned over to the Trustees of Essex Institute for the erection of a building to be named after some member of my family, but no part of the fund shall ever be used to pay for a building already erected."

The value of the original fund set up under the Trust was \$484,521. As of May 1, 1974, the market value of the Trust was in excess of \$1 million.

**D. Investments:**

Total market value of investments was approximately as follows at March 31:

	1974	1973
Short-term	\$ 250,000	
Fixed income	838,000	\$ 769,000
Equities	<u>1,694,000</u>	<u>2,023,000</u>
	<u><u>\$2,782,000</u></u>	<u><u>\$2,792,000</u></u>

## CALENDAR OF EVENTS

April 1, 1973 – March 31, 1974

*April 5, 12.* Guides' Lectures.

*Spring Lecture Series*

*April 19.* "Glass on the American Tabletop" by Kenneth M. Wilson, Curator of the Corning Museum of Glass.

*April 26.* "Old Dolls Tell Tales" by Mrs. Richard Merrill, author, lecturer, collector, and restorer of antique dolls and toys.

*May 3.* "American Painted Furniture, 1680–1880" by Dean A. Fales, Jr., museum consultant, author, and former Institute director.

*May 3.* A May Basket Lunch following the lecture. A special exhibition featuring an old-fashioned May Day in appropriate settings.

*May 13.* A first concert on the newly restored organ built by George Hook in 1827, given by Daniel Pinkham, accompanied by Barbara Wallace, soprano, and Robert Brink on the violin.

*October 1.* Fall Outing to Newburyport to visit the Cushing House, the Unitarian and Old South Presbyterian churches, and to see points of architectural interest along Inn Street, High Street, and High Road.

*November 11.* A concert of small pieces for a small organ, given by Lee Ridgway on the George Hook organ.

*December 8.* Christmas Party with the Pingree School Choir.

*Film Series: The Practical and Useful Arts*

*January 15, 16, 17.* Glass, Its Design, Form, and Color  
Artistry in Tureens

*February 12, 13, 14.* The Cooper's Craft

*March 12, 13, 14.* Silversmith of Williamsburg

*February 24.* A concert played on the George Hook organ by Robert F. Littlefield, assisted by soloists and members of the choirs of the First Parish and First Baptist churches in Beverly.

*Meetings Sponsored by Outside Institutions*

*April 11.* Regional Committee #3 to judge sixteen essays presented for the Lieutenant Governor's Scholarship Program.

*May 9.* Annual Meeting of Historic Salem, Inc. Michael Harrington, speaker.

*May 11, 18, and June 1.* Three films sponsored by Historic Salem, Inc.

*May 14.* Annual meeting of the National Women's Committee of Brandeis University, New England Region, North Shore Chapter. Joseph Williams of Salem State College spoke on "Little-Known Facts about a World-Renowned New England Spinster: Emily Dickinson."

*November 5.* Salem Hospital Aid meeting.

*February 28.* Children's Friend and Family Service Society Annual Meeting.

*Museum Exhibitions*

## Auditorium

*May Day Festival Exhibition.* Maypole and costumes. May 3-6, with part of the exhibition continued through the summer.

*Women Artists of the Nineteenth Century.* October 23 - January 21.

*How They Kept Warm in the Old Days.* January 31 - March 31.

## McCarthy Gallery

Three exhibitions related to the Spring Lecture Series:

*American Glass from Essex Institute Collection*, April 19-24.

*Dolls from the Collection of Madeline O. Merrill*, April 26.

*Painted Furniture from Essex Institute Collection*, May 3, with part of exhibition continued to March 31.

## Print Room

*Danvers Art Association Members*, exhibition of paintings, collages, and stained glass. April 1-30.

*Printed and Embroidered Textiles from Essex Institute Collection*. June 20 - September 2.

*Salem's Essex County Neighbors*. Paintings, prints, and drawings from Essex Institute Collections. January 25 - April 30.

## DONORS TO THE ESSEX INSTITUTE FUND

April 1, 1973 – March 31, 1974

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Pingree House Endowment Fund:  
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## Staff Travel Expenses:

Essex Institute Ladies Committee

**STATEMENT OF OWNERSHIP, MANAGEMENT,  
AND CIRCULATION**

1. Title of Publication: *Essex Institute Historical Collections*.
2. Date of Filing: *3 October 1973*.
3. Frequency of Issue: *Quarterly*.
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*Essex Institute, 132-134 Essex Street, Salem, Massachusetts.*  
*David B. Little, Essex Institute.*
7. Owner: *Essex Institute*.
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9. The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes *have not changed during preceding 12 months*.
10. Extent and Nature of Circulation:

	<i>Average No. Copies Each Issue During Preceding 12 Months</i>	<i>Actual Number of Copies of Single Issue Published Nearest to Filing Date</i>
Total No. Copies Printed	1393	1400
Mail Subscriptions	1120	1177
Total Paid Circulation	1120	1177
Total Distribution	1120	1177
Office Use, Left-over, Unaccounted	273	223
Total	1393	1400

I certify that the statements made by me above are correct and complete.

David B. Little, *Editor*

## NECROLOGY

	<i>Date elected</i>	<i>Date deceased</i>
Gordon Abbott	March 6, 1962	October 13, 1973
Mrs. Harvey T. Barnes	February 13, 1945	January 3, 1974
Lucy S. Bell	September 17, 1940	November 9, 1973
Warren H. Butler	May 3, 1920	February 22, 1974
Mrs. Henry G. Carroll	March 13, 1956	July 17, 1973
Mrs. William Endicott	August 20, 1935	April 25, 1973
James L. Faden	October 14, 1947	April 2, 1973
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Garrison K. Hall	December 1972	February 1, 1973
Alfred C. Harrison	December 4, 1968	May 4, 1973
Albert V. Oxner	November 10, 1970	February 24, 1974
Edward P. Parker	March 6, 1962	January 1, 1974
Francis T. Parker	April 3, 1933	October 6, 1973
Mrs. Edward G. Parrot	May 17, 1955	March 6, 1974
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Edwin W. Small	September 10, 1946	May 4, 1974





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